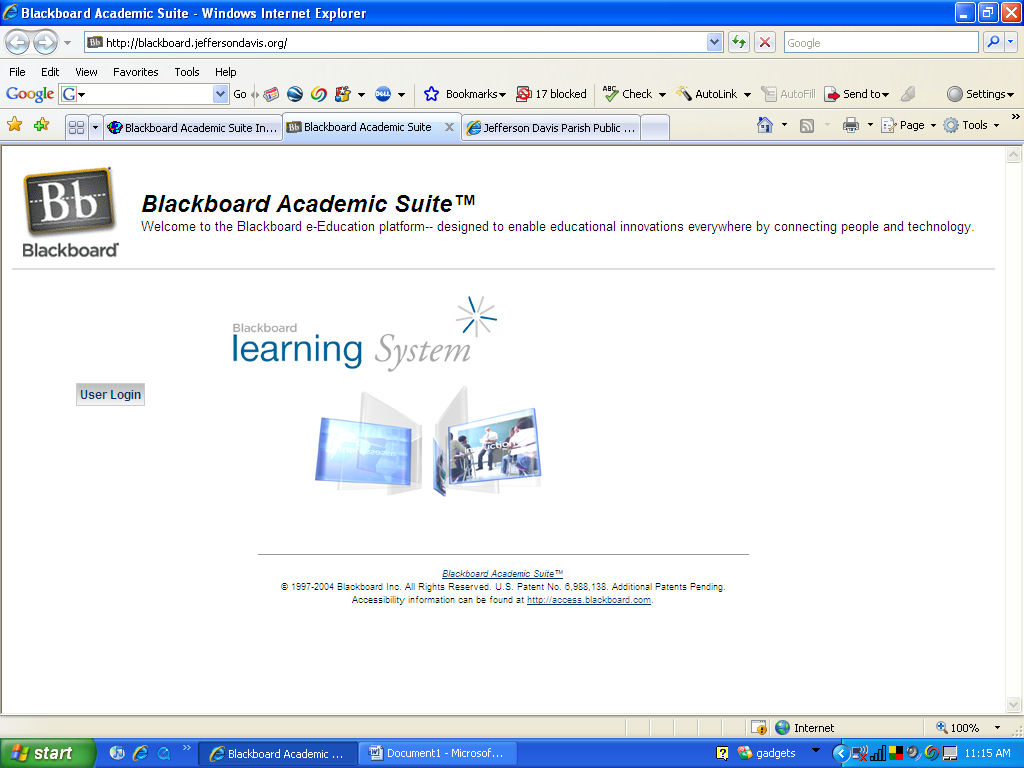
# Blackboard Basics

## Logging In

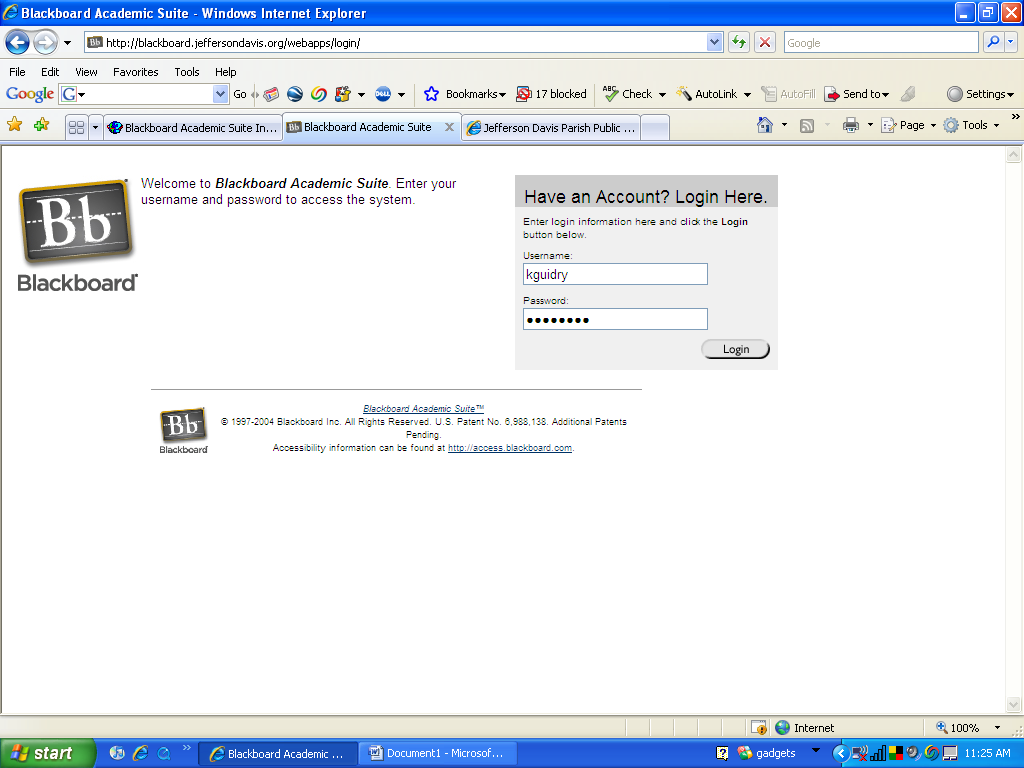
The URL for the Jefferson Davis Blackboard is: <http://blackboard.jeffersondavis.org/>

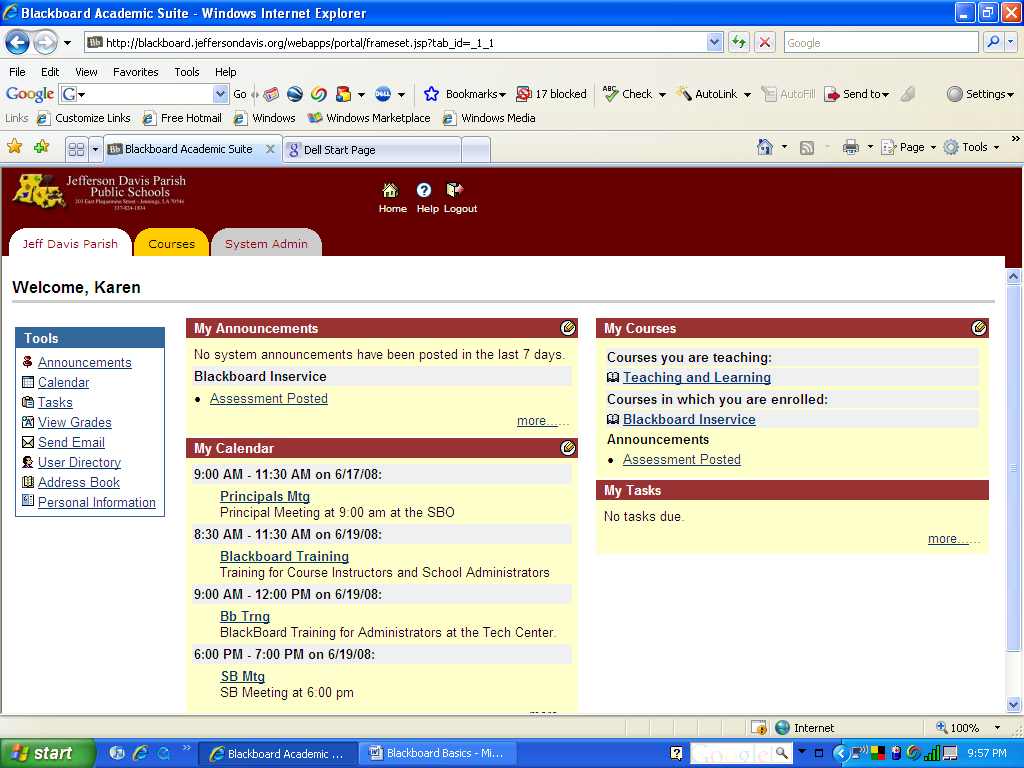
If you can’t remember the URL or you don’t have it bookmarked, you can find a link to the Blackboard on the School Board’s website.



When the Blackboard page appears, click on the “login’ button.

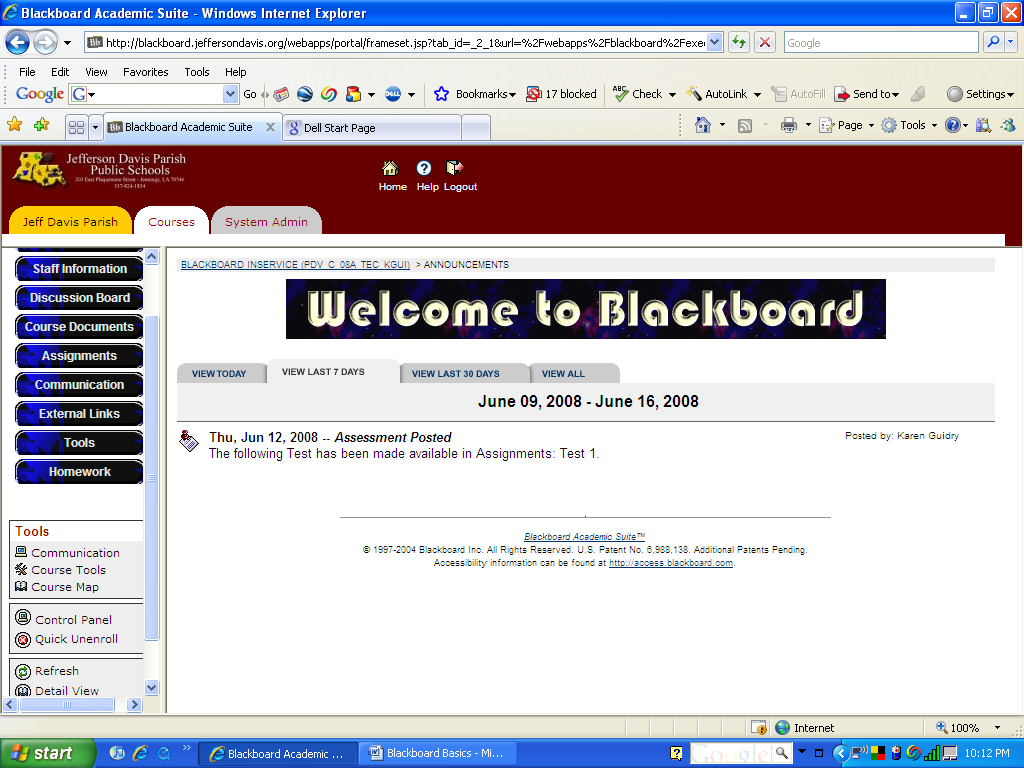
After you click on the “login” button, you will navigate to the authentication sign on. Here you will be asked to enter your username and password.

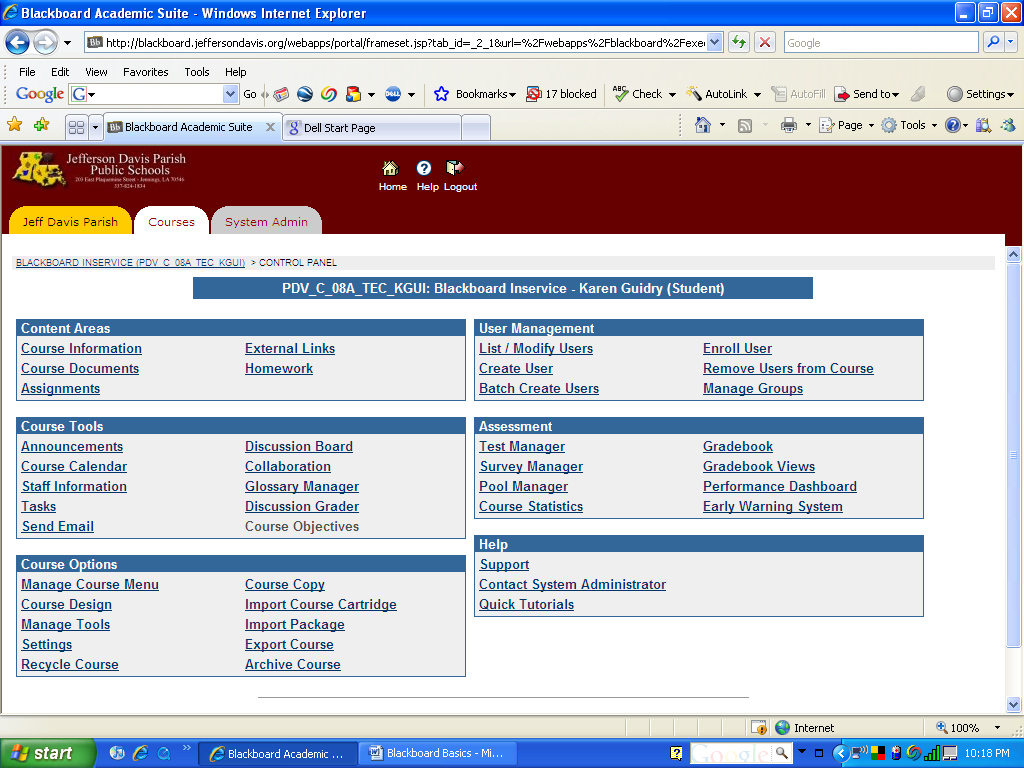
The uniform format of the user login name is first initial and then last name. (Ex- kguidry) New accounts all begin with the same password. (password). Once you have logged in, you can then change your password to a unique one. Just be sure you have your new password recorded somewhere in case you forget it.

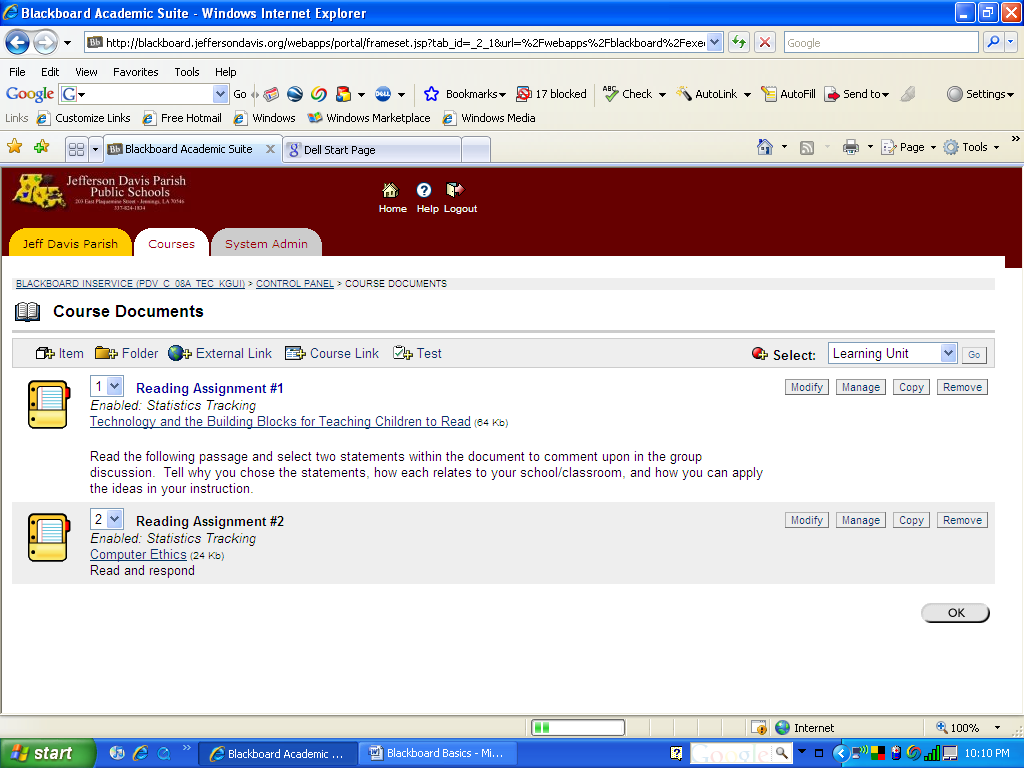
The initial screen that you will see once you are logged in on Blackboard will be your home page.

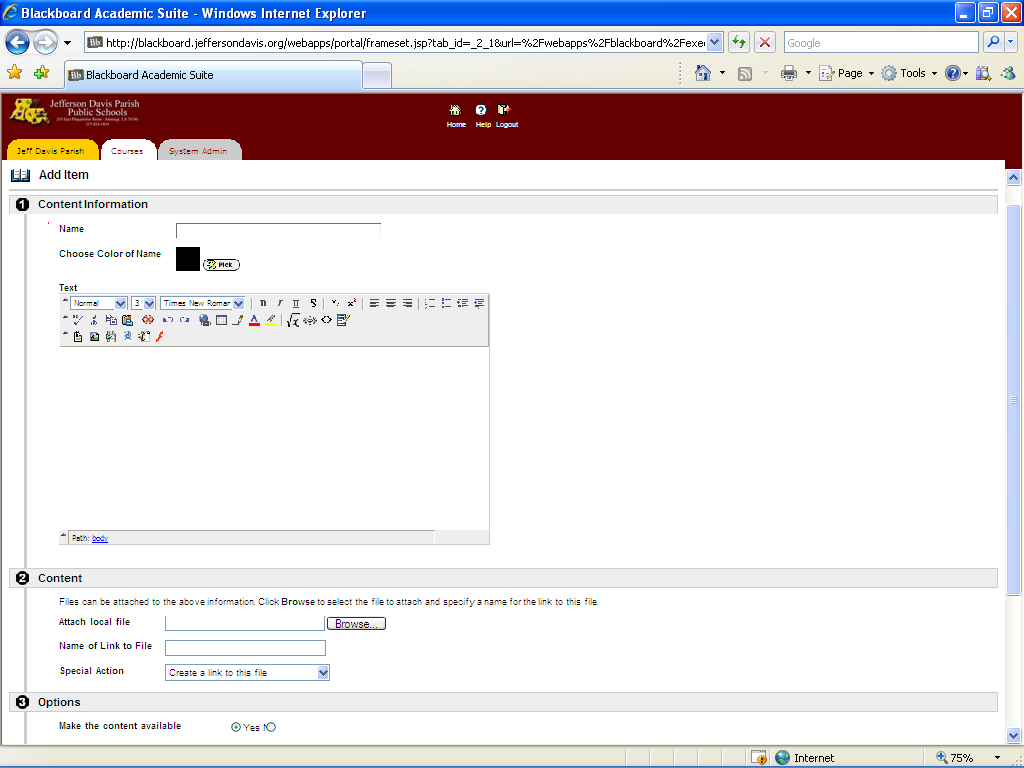
**My Courses menu: click on any of the courses that are listed on your page to enter that course.**

**Adding files and documents to your course:**

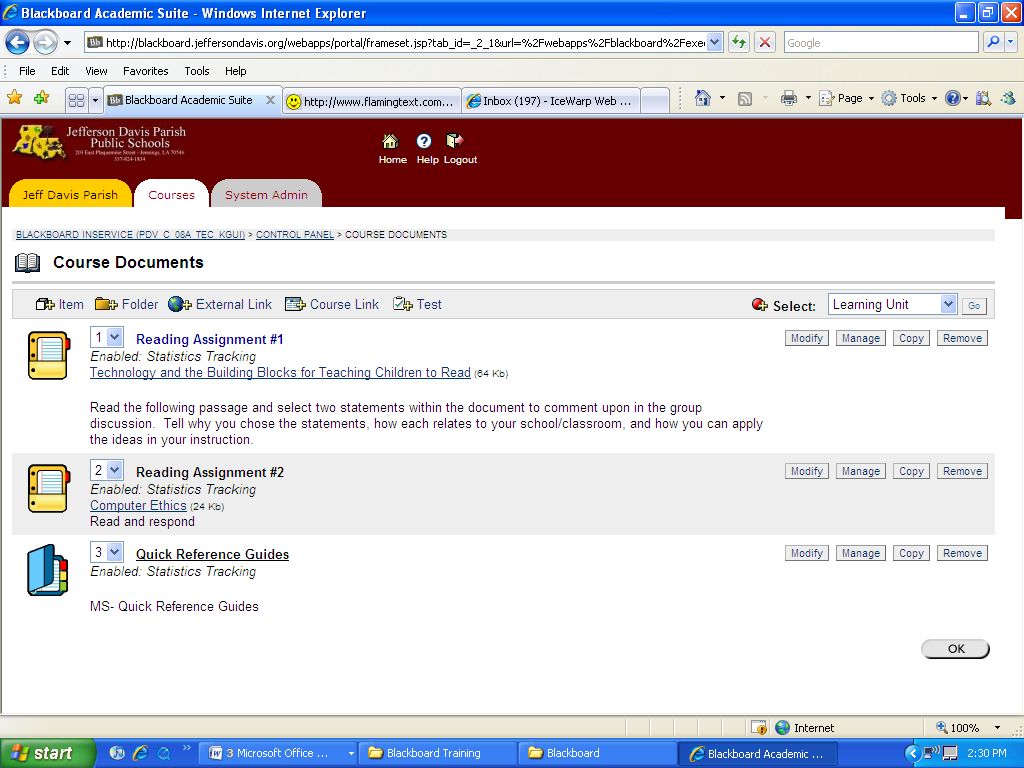
Once in the course, you can then go to the control panel found on the left side of the screen.

Once you are in the **Control Panel** for your course, you can add, modify and delete items in your course. Choose course documents to add documents and files.

This is the screen that you will see when you choose to add, modify, or delete course documents. Note that two files (documents) have already been added to the course in the form of professional journal articles. I titled these, Reading Assignments #1 & #2.

When you click on add an item, the following screen will appear.

Enter a name for the content in the Name box. Enter text in the Text box to describe the document. To attach a file, click Browse button next to the Attach local file box. Locate and select the file you want to attach and click Open button. Enter or select additional file options in the Content section. Click Submit button and click OK.

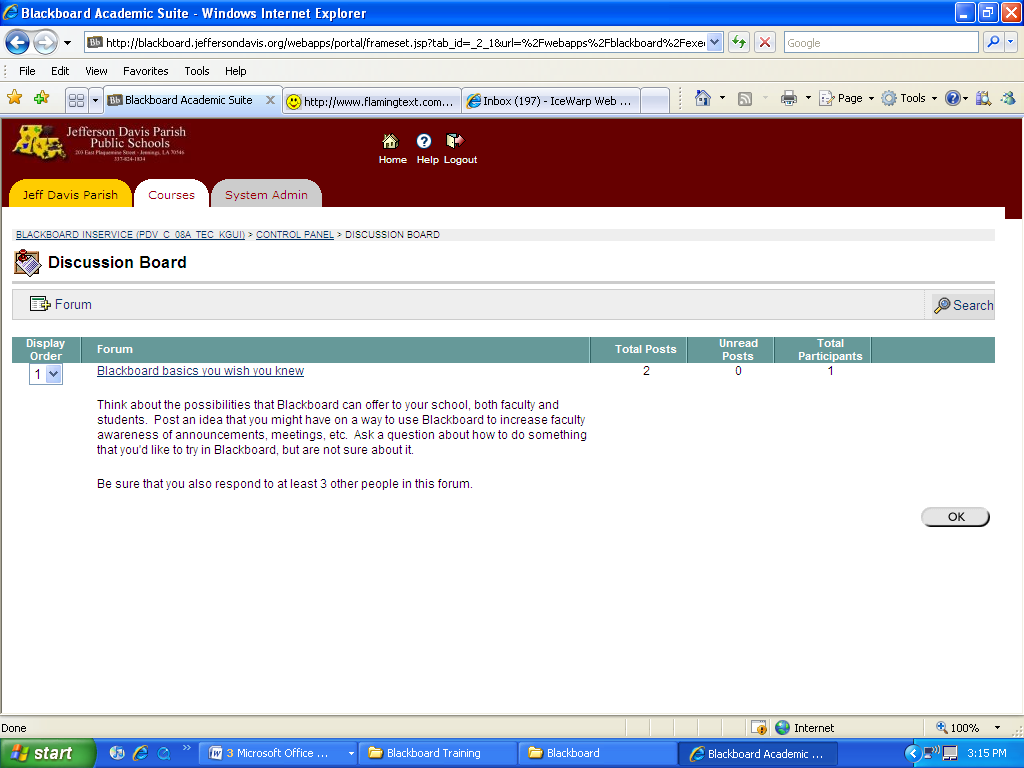


If you have several documents that are related, you may want to put them all in a folder in the documents area. To make a folder, while you are still in the course control panel, you simply click on the add folder icon. Enter a name for the folder in the Name box. Enter and format text in the Text box to give a description of the items in that folder. Click Submit button & then OK.

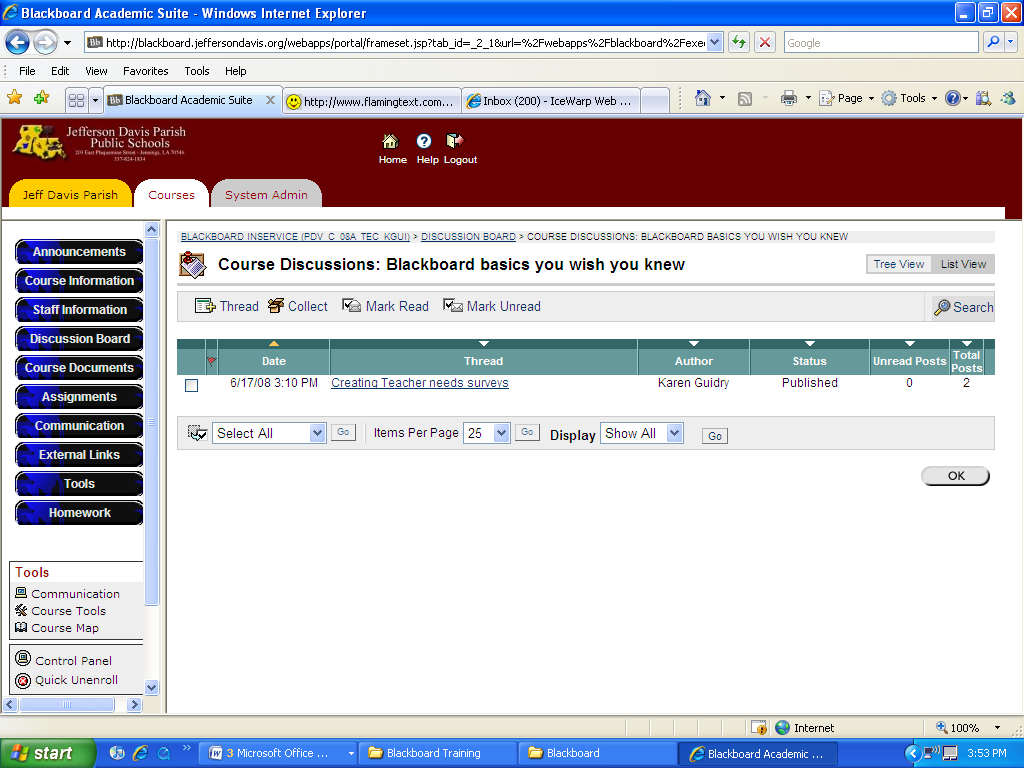
To put files in the folder, you go back to the folder and open it. Once it is open, you can click on add an item (+item) and then upload that file. It will go into the folder instead of being by itself on the documents page.

# Discussion Board

**Creating a Forum**

1. In the **Course Tools** section of the **Control Panel**, click **Discussion Board**.
2. Select the Course or Group you want to create the forum in.
3. Click on the **+ Forum** icon.
4. Enter a name for the forum in the **Name** Box. Enter text for the forum in the **Description Box.**
5. Select options in the **Forum Settings.**
6. Click the **Submit** button.

**Creating a Discussion Thread**

1. In the **Discussion Board**, click the forum name to access the forum (1st). Click the **Thread** icon 2nd).
2. Enter a subject in the **Subject** box. Enter thread text in the **Message** box.
3. Click the **Submit** button.

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